



## Timecard Information for New Employees

Montgomery County employees must complete and approve a timecard every pay period. The timecard is used to track hours worked and leave used by earnings types (or pay codes), account (transfer) codes, and determines how you will be paid.

- All hours worked should be recorded on the day worked, as appropriate for your schedule.
- Leave (or Leave Without Pay/AWOL) should be recorded for the remainder of hours, not worked on a scheduled day.

### **Timecard Information for MCtime Users**

As a new employee, you will record your hours worked in the enterprise timekeeping application, MCtime.

- If you do not use a computer in the normal course of your workday, you will need to check with your supervisor to determine if you will be responsible for completing your timecard or if a timekeeper will record your hours on your behalf.
- MCtime is best accessed with Internet Explorer. While the website may be accessed on iPad, tablet and phones, at this time full functionality may not be supported.
- When using your County computer, some technical compatibility problems may prevent the MCtime application from loading properly. Please consult the IT Help Desk (240-777-2828) or consult the [Technical Issues - Compatibility Checks](#) resource, if you are comfortable troubleshooting on your own.

The MCtime system may be accessed via the County intranet or internet at [www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime). This link takes you to the MCtime Information & Support website that includes a link to the MCtime application, Frequently Asked Questions (FAQs), web-based training (WBT) tutorials, job aids, forms and other resources.



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Follow the steps below to learn how to access and use MCtime.

1. Complete the MCtime Web Based Navigational Tutorial (WBT).

Visit the MCtime website and click on the Resources tab. Under the heading, Training Tools are the links for the MCtime web-based training tutorials.

You will need to know your County network ID and password to access the WBT. The WBTs are only accessible within the County's firewall. If you are unable to access the training site, you will need to contact the IT Help Desk at 240-777-2828. There are separate tutorials for employees and managers. Employees that do not have supervisory responsibilities need only to complete the tutorial for employees. The tutorial for employees will take approximately 45 minutes.

New managers should review both the employee and the manager tutorials. The tutorial for managers will take approximately 90 minutes to complete.

2. Review the MCtime Website.

Under the Resources tab, under the Job Aids heading, are employee and manager job aids. Review the Employee Tasks Job Aid. Familiarize yourself with the content in Resources and in the remaining tabs (i.e. FAQs, Forms) that reside on the website prior to accessing the system for the first time.

For new managers, Manager Tasks Job Aids are available. These illustrated job aids provide step by step instructions on how to perform the most common timecard tasks. New managers must also review the Pay Code Move Job Aid and the Pay Period Close Checklist for Managers.

3. Access the MCtime system to record your hours worked on a daily basis.

After the previous pay period closes, you should be able to access MCtime; this is usually the Thursday following your Orientation date. From the MCtime website, [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov), click on Access MCtime through Montgomery County's ePortal. You will need to know your County network ID and password to access the system. A manual time tracking form is available under the Forms tab, until you have access to record the information in MCtime. If you are unable to access your timecard by the end of your first pay period, contact your supervisor.



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4. Refer to the following resources whenever you need help using MCtime-
  - Refer to the MCtime website and review the FAQs, job aids and other resources that are available to assist you.
  - Ask your supervisor for assistance.
  - Call the IT Help Desk at 240-777-2828. Functional and technical resources are available to assist you.
5. New Managers should enroll in the mandatory class for “Ensuring Accountability in Timekeeping for Managers and Supervisors” within the first year of hire. Refresher classes available as needed and required every five (5) years.

### **ENROLLMENT INSTRUCTIONS:**

- MCG employees **with** a MCG Computer Network Login: [AccessMCG ePortal](#) (Contractors and volunteers are not generally supervisors.)
- Enrollment Instructions - click here, and select the appropriate button: [Enroll in a Class \(for Employees\)](#)  
[Tip - Search on the word: Timekeeping](#)

**QUESTIONS:** Enrollment Instructions please contact OHR Training at 7-5116.

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